

CITY OF BEAVERTON

Accounting Specialist

General Summary

Perform a variety of complex clerical duties related to accounting. Assist accountants with reconciliation of complex problems and/or may assist in preparation of financial reports and analysis. The Accounting Specialist may be responsible for a specific accounting function.

Key Distinguishing Duties

Overall responsibility for one or more major specialized financial systems.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Responsible for processing specialized citywide accounting functions such as accounts payable, accounts receivable, business licensing or special assessments.
2. Review and verify various accounting documents for compliance and accuracy to generate payments, invoices or licenses.
3. Review and post accounting records to the City's financial system and reconcile general ledger account balances on a periodic basis. Maintain and update sub-ledger or stand-alone record keeping databases. Prepare adjusting journal entries.
4. Prepare the City's daily deposit for all monies collected by departments and reconcile bank statements to the general ledger. Research and resolve the bank reconciliation issues and items and prepare journal entries as necessary.
5. Enforce the compliance of business-license ordinances through the billing and notification process. Issue IRS 1099 forms to all applicable A/P vendors annually according to the IRS rules and regulations. Manage the process of collecting and updating W-9 form information for all vendors.
6. Within their specialized area, ensure that the City's assets are safeguarded against loss from unauthorized use and that transactions are executed in accordance with management's authorizations and established policies. To achieve this, train and inform other department staff on an on-going basis.
7. Produce an acceptable quantity and quality of work that is completed within established timelines.
8. Follow standards as outlined in the Employee Handbook.

9. Participate in department operational processes including procedure development and implementation.
10. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
11. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
14. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.
2. Maintain and update Finance Department's public web site information as needed.

Knowledge Required

- ◆ Advanced knowledge of the application of bookkeeping and accounting principles and practices.
- ◆ Working knowledge of state and federal laws, policies and procedures within specific accounting functions.
- ◆ Working knowledge of public purchasing and contracting laws.
- ◆ Basic knowledge of practices, principles, laws and regulations related to municipal finance.
- ◆ Basic knowledge of the laws and regulations related to municipal financial functions.
- ◆ Basic knowledge of practices and principles of public/business administration.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to analyze and interpret accounting data and develop recommendations to improve routines and procedures in area of assignment.
- ◆ Strong ability to compile and prepare periodic detailed accounting reports.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.

- ◆ Advanced ability to use a keyboard, and word processing and spreadsheet programs or other application software as required for position.
- ◆ Advanced ability to use general office equipment including typewriter, adding machine and copier.
- ◆ Strong ability to maintain accurate accounting records and reports.

Minimum Qualifications Required for Entry

Associate degree in accounting, business or a related field and 3 or more years of progressive accounting experience, with at least 1 year in municipal government, or any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver’s license and the ability to meet the City’s driving standards.

Working Conditions

Regular focus on a computer screen; regular use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional work outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Sr. Accounting Clerk
 Revised: 1/98
 New class specification title 1/98: Accounting Specialist
 Revised: 11/04
 Revised: 3/08
 Revised: 1/1/09

Status: SEIU
 FLSA: Non-exempt

 Department Head Signature

 Human Resources Signature

 Date

 Date